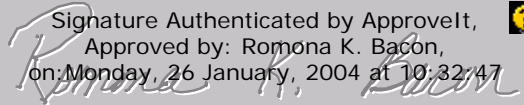


ARMY MEDICAL EXPENSE AND PERFORMANCE REPORTING SYSTEM (MEPRS)

The U.S. Army MEPRS Program Office, San Antonio, Texas, publishes and distributes the U.S. Army MEPRS News Bulletin to MEPRS administrators worldwide. We have designed the News Bulletin to enhance communication within the U.S. Army medical treatment facilities.

Signature Authenticated by ApproveIt,
Approved by: Romona K. Bacon,
on: Monday, 26 January, 2004 at 10:32:47



ROMONA K. BACON
U.S. Army MEPRS Program Office

DISTRIBUTION:

Commanders, MEDCOM MEDCENs/MEDDACs

ATTN: Resource Management

Deputy Chief of Staff for Resource Management

Chief, Program and Budget Division

Chief, Manpower Division

Chief, Management Division

Chief, Finance and Accounting Division

Director, Directorate of Patient Administration Systems and

Biostatistics Activities

TABLE OF CONTENTS

SECTION I

General Information

TRICARE Management Activity (TMA) Website	I-1
Tri-Service MEPRS Conference.....	I-1
Social Work Care Manager	I-1
Self-Care Units	I-3
Special Note Regarding Transmission Status	I-3
New Data Reporting Category for 2004	I-3
Centrally Funded Contract Personnel	I-3
AMPO Help Desk	I-3
MEPRS Web Page.....	I-3
The AMPO is moving!	I-4
Monthly Narratives	I-4

SECTION II

Expense Assignment System, Version IV (EAS IV)

Third Party Collection Claims Billed Dataset	II-1
Checklists.....	II-1
Functional Cost Account (FCA), Purchased/Referred Care	II-1
Active Directory/Exchange 2003 Deployment.	II-2
Medical Equipment for Home Use.....	II-3
Physical Training (PT)	II-3
Borrowed Civilian from Other TDA Units (BCA)	II-3
Reenlistment Personnel	II-3

SECTION III

Workload Assignment Module (WAM)

WAM Core File.....	III-1
WAM Documentation on the Web	III-1
MEPRS and Ancillary Supervisors WAM Training	III-1

SECTION IV

Uniform Chart of Accounts Personnel Utilization System (UCAPERS)

UCAPERS Contract and Volunteer Records	IV-1
Service Occupation Codes	IV-1
Activated Reservist.....	IV-2
Temporary Personnel.....	IV-3
Deployed APN/DCP	IV-3

SECTION V

Training

EAS IV Web-based Training Software Upgrade.....	V-1
EAS IV Web-based Training	V-1
AKO Training Courses	V-3

SECTION VI

Defense Medical Human Resource System-internet (DMHRSi)

Overview	VI-1
Project Update	VI-1

SECTION I

GENERAL INFORMATION

1. TRICARE Management Activity (TMA) Website.

a. TMA is pleased to announce the release of Medical Expense and Performance Reporting System (MEPRS) Info, a gateway to MEPRS-related information. This centralized portal allows access to numerous MEPRS resources, including policy documents, data quality surveillance tools, learning resources, and much, much more. Key features of the MEPRS Information Portal (www.meprs.info) include:

- (1) The MEPRS Early Warning and Control System (MEWACS) Online.
- (2) MEPRS Application and Data Improvement (MADI) workshop information and online registration.
- (3) Web-enabled MEPRS manual -- DOD 6010.13-M, including key word search capability.
- (4) MEPRS Management Improvement Group (MMIG) accomplishments and initiatives.
- (5) Links to Service-specific MEPRS resources.

b. Sign up to receive e-mail notification of updates to the website and MEPRS announcements!

2. Tri-Service MEPRS Conference. The next Tri-Service MEPRS conference is tentatively planned for 14-18 Jun 04. Additional detail will be provided as it becomes available. However, funding is the responsibility of each medical treatment facility (MTF). The Association U.S. Army (AUSA) conference is scheduled 17-21 May 04. The Resource Management (RM) Leadership Conference is scheduled in conjunction with the AUSA conference, 17-21 May.

3. Social Work Care Manager.

a. The Social Work Care Manager contract personnel and their associated countable workload are reported in the Functional Cost Code (FCC) of BFE2. This will align the Social Work Care Manager Program alongside the Soldier Readiness Processing Center Clinic that is being reported as BHA2. If the MTF is providing Mental Health/Behavioral Health services in the Soldier Readiness Processing (SRP) Center to the returning Soldiers use the FCC BFD2 to report workload and man hours.

b. In Composite Health Care System (CHCS), the BFE2 will be added to the MEPRS Code File and the work center should be established as a count and non-count clinic.

c. The Social Work Care Manager contract personnel will be reported in Uniform Chart of Accounts Personnel Utilization System (UCAPERS) as Contract personnel, Army Management Structure Codes (AMSCO). 847700.25, FCC BFE2. In Expense Assignment System, Version IV (EAS IV), the contract dollars will be a manual financial entry in the AMSCO 847700.25, EOR 2565, Source of Funds "D", FCC BFE2, Basic Symbol/Limit 0130.FREE.

d. When setting up new MEPRS codes, do not forget to consider square footage, support staff, and supplies. Depending on how clinics are set up, you may need to establish new account processing codes (APC) and/or new cost pool MEPRS codes. Update your datasets so your allocation process is accurate; i.e., square footage, housekeeping, Full Time Equivalent (FTE), ancillary accounts, cost pool MEPRS codes, etc.

e. The following is guidance for reporting the type of workload that the Social Work Care Managers are doing:

(1) Report as count workload: Clinical: Would meet the visit criteria.

Examples of clinical encounters:

- Addressing the psychosocial aspects of the individual's condition or disease
- Addressing coping techniques or approaches

(2) Report as non-count workload: Administrative: Would not be considered to be a "Visit" encounter

Examples of Administrative encounters:

- Arranging appointments
- Finding alternative services
- Bed placement
- Coordination of services between different providers

(3) Report as non-count workload: Collateral Encounters: Would not be considered to be a "Visit" encounter

Examples of Collateral encounters:

- Communication with Command or Employers
- Communications with care givers, family members or significant others
- Team Meetings where the patient is not present

f. If you experience any problems setting up this program, please contact the Army MEPRS Program Office (AMPO).

4. **Self-Care Units.** Many MTFs are setting up units for individuals who do not require nursing care (inpatient or observation), but who cannot return to their home or to the barracks. TMA has approved the temporary code of FAZS for reporting the expenses and FTEs associated with the Self-Care Unit. If you have or are in the process of setting up a self-care unit, send a description of the self-care unit to include the type of individuals that will be placed on the unit.

5. **Special Note Regarding Transmission Status.** The AMPO determines and reports the site transmission status by the "transmission date/time" stamp that is assigned when the file is sent from the MTF and received by the EAS IV Repository Server. However, Health Affairs (HA - Instrument Panel) determines the site transmission status by the "database load date" - the date the file is actually loaded into the EAS IV Repository. Some discrepancies will occasionally occur. In addition, Health Affairs (HA) guidelines state that any MTF that "re-transmits" their file within 30 days of the "initial" transmission/load date will be considered "late" and reflected as such on the HA Instrument Panel Report.

6. **New Data Reporting Category for 2004.** The AMPO has added a new data quality category to the weekly Site Transmission Status Report for FY04. The new category reports available FTEs without workload in the A and B accounts on the monthly narrative.

7. **Centrally Funded Contract Personnel.** For many MTFs, it is difficult, if not impossible, to obtain the expense associated with the centrally funded contract personnel. The hours/FTEs for all centrally funded centrally personnel will be reported in UCAPERS/EAS IV. For those facilities currently reporting the associated expense, continue to do so, facilities unable to get the expense, report the FTEs.

8. **AMPO Help Desk.** The AMPO Help Desk can be contacted via (210) 637-2215, hours 0800 to 1700. During non duty hours, (1700 to 0730), voicemail will record your message or use the Automatic Ticket Generator (ATG), by sending an e-mail message to MEPRS Technical Support Trouble Tickets.

9. **MEPRS Web Page.**

a. You may have noticed a few changes on the AMPO web site lately (<http://www.ampo.amedd.army.mil>). We are in the process of updating several areas and you may experience problems with some functions. If you do encounter any difficulties, please notify Mr. Joe Beckom, (210) 637-2227.

b. The AMPO web page is an excellent source for MEPRS related documents and links. If you have something you think would benefit other MEPRS individuals, please forward your suggestion to the AMPO. We are constantly striving to serve you better and your suggestions are appreciated.

10. **The AMPO is moving!** Effective 23rd of Feb 04, the AMPO is re-locating from the Greenway Office Building on Loop 410 to Fort Sam Houston. The Technical Support number is (210) 295-3570 and the AMPO office will be (210) 295-3365 (Rosie Crisostomo). Individual numbers will be available in Outlook.

11. **Monthly Narratives.** Just a reminder, all Army MTFs are required to submit a monthly narrative to the AMPO Functional Mailbox within 2 weeks of the initial transmission. The Transmission Status Report for FY04 now indicates in the COMMENT area if we have not received your narrative to date.

SECTION II

EXPENSE ASSIGNMENT SYSTEM, VERSION IV (EAS IV)

1. **Third Party Collection Claims Billed Dataset.** The Includes list for EBH has been modified to allow the inclusion of the MEPRS codes of FCC, FCD, FCE and FCG. This will allow identification of where the request originated. Third party collection will still submit their claims for work done by pharmacy, pathology, radiology using the appropriate "D" account codes. However, to report the number of claims billed for ancillary procedures done at the request of external providers, use the MEPRS Code FCC, FCD, FCE, and FCG on the Claims Billed Data set. This provides for a cleaner allocation of the Third Party Collection expenses to the appropriate requesting MEPRS code.

a. Problem with the Claims Billed Dataset. This was reported by several sites regarding the drop-down list for the Claims Billed Dataset: Site personnel entering data on the Adjustments screen in EAS IV 2.4.1 application for the Claims Billed Dataset found that they still have the ability to select or type in MEPRS Codes that were not on the include list.

b. After doing a review of the problem it is determined that the system is 'Working as Designed'. The Claims Billed Dataset is performing just like the Square Footage and Square Footage Cleaned datasets.

c. The EAS IV Help Desk has given out the instructions to select the 'No' Option for the Accept the Default. This creates a new dataset for EBHA. However, after much discussion it has been determined that this is going to create a data integrity problem when personnel are doing data calls and expect to find the claims billed by the MTF in the Claims Billed dataset.

d. Therefore, all the claims must be input by FCC on the Claims Billed dataset. Do not select the "NO" option for "Accept the Default" on the Claims Billed Dataset. Use the dataset guidelines as a reference to input the claims billed to the correct FCC.

2. **Checklists.** The checklists help monitor the data entry of the monthly datasets and to assist in finding unallocated expenses. The monthly checklist for entering data sets and checking for unallocated expenses after allocation has been placed on the AMPO website in the Best Practice radial button.

3. Functional Cost Account (FCA), Purchased/Referred Care.

a. There seems to some confusion over the use of FCA, Purchased/Referred Care. This code is not used on any of the "D" account data sets. The code FCA is used to report expenses incurred when the MTF/dental treatment facility (DTF) sends enrolled patients downtown to receive care from a civilian source. This includes all civilian care and ancillary services received by MTF enrolled patients (active duty and CHAMPUS

eligible) whether the bill is paid by the MTF or not. See the functional description of FCA in the DOD 6010.13 for a more complete description.

b. Support provided by the MTF at the request of a civilian provider is coded to FCC, Support to Non-Federal External Providers. The code, FCC, will be used on the "D" account data sets to record the support provided to all eligible beneficiaries, regardless of enrollment status, at the request of civilian providers external to the MTF. See the functional description of FCC in the DOD 6010.13 for further details.

4. Active Directory/Exchange 2003 Deployment.

a. The deployment of Active Directory/Exchange 2003 will adversely affect EAS IV users ability to access EAS IV. The changeover will require all personnel to change their network login to one that is greater than eight characters in length. Since EAS IV is on an Informix operating system and Informix requires a login of eight characters or less, this contradicts the requirements of Active Directory/Exchange 2003.

b. When Active Directory/Exchange 2003 is deployed to your MTF, please coordinate with the Information Management Office (IMO)/Information Management Division (IMD) to ensure EAS IV users are exempted from the requirement. We have already notified the U.S. Army Medical Information Technology Center (USAMITC) office responsible for the deployment of Active Directory/Exchange 2003 and they have agreed to temporarily exempt EAS IV users from the requirement. This exemption will remain in effect until EAS IV version 3.0 is deployed sometime in FY04.

Below is the schedule of the Active Directory/Exchange 2003 deployment.

Facility	Deployment Dates
Madigan AMC	5-16Jan04
Evans ACH	20-23Jan04
Raymond Bliss ACH	26-28Jan04
Munson ACH	29-30Jan04
Reynolds ACH	2-6Feb04
Irwin ACH	9-13Feb04
Leonard Wood ACH	17-20Feb04
Bayne-Jones ACH	23-27Feb04
Weed ACH	16-17Mar04
Bassett ACH	18-19Mar04
Walter Reed AMC	12-22Apr04
DeWitt ACH	3-7Mar04
Kimbrough ACH	10-11May04
Kenner AHC	12-13May04
McDonald ACH	17-20May04
Patterson AHC	21May04
Womack AMC	24May-2Jun04

Keller ACH	7-8Jun04
Guthrie AHC	9-11Jun04
Ireland ACH	14-18Jun04
Eisenhower AMC	21-20Jun04

5. Medical Equipment for Home Use. The code FAZA, Medical Equipment for Home Use, has been used as an easy way to identify the dollars for this function. For FY04, the code is still authorized to account for Medical Equipment for Home Use. In order to better account for the dollars expensed in support of the clinical specialties, the expense for this function will be charged back to the requesting specialty. FY04 will be a transition year in order to provide enough time to accomplish this change.

6. Physical Training (PT). For facilities who want to separate the PT time of the Vet and Dental personnel we have established GFAD for Physical Training - Dental and GFAV for Physical Training - Vet. However, this will be a manual function in UCAPERS as the Exception Code of PT automatically maps to GFAA. There is no requirement to break out the PT time for Vet and Dental; this is provided to allow the recording of Dental and Vet PT time.

7. Borrowed Civilian from Other TDA Units (BCA).

a. Records of this type are causing the following error to occur in EAS IV -- E0022 Available workhours ____ are reported without corresponding Available salary expense for FCC ____, DMISID ____, SUEE 111F, Svc PEC 84770029, SVC BS/L 0130.FREE, SOF D for month ____ of FY04.

b. The EAS IV Personnel Category in FY03 was a "V" Volunteer, which required no salary. FY04 UCAPERS mapping modification, changed the EASIV Pers Cat to a "C" Civilian, and the system is looking for a salary. To correct this error in EAS IV, add \$.01 to the Personnel Adjustments, and then add the actual or estimated salary to 41FR through Financial Adjustments.

8. Reenlistment Personnel. Reenlistment Offices/Reenlistment NCO is a Command function. Use the FCC EBA* for the reporting of hours when performing reenlistments duties.

SECTION III

Workload Assignment Module (WAM)

1. **WAM Core File.** The next version of the WAM Core Dataset ID File is in the WAM/Health Information Privacy Protection Act (HIPPA) (WAM Enhancements) release. The WAM Core Dataset ID File will identify the datasets in the same manner as EAS IV.

2. **WAM Documentation on the Web.** The CHCS WAM enhancements release notes and the CHCS workload desktop guide all on the AMPO webpage <http://www.ampo.amedd.army.mil>. See the new radial button for WAM ([ampo.amedd.army.mil](http://www.ampo.amedd.army.mil)).

3. **MEPRS and Ancillary Supervisors WAM Training.**

a. A link to the CHCS Training Portal System has been added to MEPRS.INFO. For now it contains power point presentations to support Clinical Information Technology Program Office (CITPO) projects. Eventually, it will offer interactive training sessions to MTF level users.

b. To access the training please go to http://www.tricare.osd.mil/ebc/rm_home/meprs/. The link can be found on the left side of the screen under Quick Links. A dropdown menu with "CHCS Training Portal" will appear, click on the link button. To access the training materials, point to the curriculum icon and then click the 'courses' subcategory. The CITPO courses page will appear. In the "Please choose a course category", select "WAM" from the drop down menu to view all the courses listed. No user password is required to access these materials.

SECTION IV

Uniform Chart of Accounts Personnel Utilization System (UCAPERS)

1. UCAPERS Contract and Volunteer Records.

a. UCAPERS Contractor and Volunteer records. Some of these records caused the following error to occur in EAS IV -- E0040 - ". The Service Occupation Code and Skill Type Code combination does not exist on the Service Occupation Code /Skill Type Code Master Table for Month 01 of FY04". Use the following guidance to correct the problem.

b. Volunteer and Contractor Error Records. Records that did not have an entry in the Primary Military Occupational Specialty (PMOS) created an error in EAS IV. This was corrected in EAS IV by entering the military equivalent MOS in EAS IV. To prevent these errors from reoccurring, make sure the PMOS field on the Master Personnel File (MPF) is the same as the Duty Military Occupational Specialty (DMOS).

2. Service Occupation Codes.

a. Service Occupation Code Error Records: The Service Occupation Code of 0640 entered in UCAPERS with the DMOS of **91S** Preventive Medicine Specialist, **91J** Medical Logistics Specialist or **91G** Patient Admin Specialist with Skill Type 5 created an error in EAS IV. In EAS IV, the correction is to change the Skill Type to 4. To prevent this error, select a DMOS with a Skill Type of 4 on the MPF in UCAPERS for all personnel with the Service Occupation Code of 0640.

b. If you have any other Civilian Service Occupation Code that are creating problems, contact the AMPO. AMPO has submitted Service Occupation Codes that were reported during Oct FY04 processing, to be added to the EAS IV Occupation Code table with the next EAS IV release 2.4.2, slated for deployment late Feb early Mar 04. #

c. There were several calls into the Help Desk regarding an error during clinician processing, i.e. "invalid key SSI 66H8F" Community Health Nurse. If this is affecting your site, make the appropriate change to the DMOS on your MPF, from 66H8F Community Health Nurse to 66B Community Health Nurse. This will also occur if you have not made the appropriate changes from 66H8E Nurse Practitioner to 66P Nurse Practitioner and from 66H8G Obstetrics & Gynecology to 66G Obstetrics & Gynecology.

d. The Civilian Service Occupation Code (Job Series) in UCAPERS was converted to 4 digits as of FY04 which is consistent with EAS IV. The first Zero (0), will be dropped from all Civilian Service Occupation codes. During the software update, your MPF and Table of Distribution and Allowances (TDA) was updated to reflect the four digit Job Series. When entering new personnel on the MPF, enter the correct four digit job series.

e. There were several changes to the SSI/MOS/Job Series Table. See the listing below of the Army, Air Force and Navy SSI/MOS/Job Series that have been added or updated. If you have personnel which were affected by the MOS/SSI/Job Series changes, make modifications to your MPF to reflect the correct SSI/MOS/Job Series.

BRANCH	AOC/MOS	DESCRIPTION	CHANGE
AF	3M051	FOOD SVC TECH	ADDED
AF	3V051	AUDIO VIS TEC	ADDED
AF	4A000	HLTH SVC MGR	ADDED
AF	4E071	ENV HLTH SVC	ADDED
AF	43E3A	BIO-ENV ENG	ADDED
AF	43H1	PUB HLTH OFC	ADDED
AF	6F052	FINANCE TECH	ADDED
AF	8F000	FIRST SERGEAN	ADDED
AN	66H8E	NURSE PRACTITIONER	DELETED
AN	66H8F	COMMUNITY HEALTH NURSE	DELETED
AN	66H8G	OBSTETRICS & GYNECOLOGY	DELETED
EL	91Q1OY7	STERILE PHAR	ADDED
EL	91Q2OY7	STERILE PHAR	ADDED
EL	91Q3OY7	STERILE PHAR	ADDED
EL	91Q4OY7	STERILE PHAR	ADDED
EL	91Q5OY7	STERILE PHAR	ADDED
FM	72A	NUC MED SCIEN	CHANGED FROM 2Z to 5Z
GS	0996	VET CLMS EXAM	ADDED
GS	01306	HEALTH PHYSIC	CHANGED FROM 2Z to 5Z
ID	0633	Physical Therapist (Korean)	Korean Physical Therapist with the Branch of ID and PMOS of 0633 changed from military equivalent MOS of 65B ST 2Z, to MOS 91WN9 ST 4Z.
NA	0699C	MEDICAL STUD	ADDED
NA	16V0O	PEDIATRICIAN	ADDED

3. Activated Reservist.

a. Beginning with October reporting FY04, the Branch Code for Activated Reservists is **RO** - Activated Reserve Officer and **RE** - Activated Reserve Enlisted. MTFs will continue to use the UCAPERS duty status of Borrowed Military from Other TO&E units (BME) for activated reserve backfill personnel working in our MTFs.

b. To distinguish between the activated reservist and the borrowed military from TO&E, we have added the Branch Codes of **RO** and **RE**. Activated reservists will be entered with the Duty Status of BME and the appropriate Branch Code of **RO** for Officer and **RE** for Enlisted, see table below.

c. When you are entering the records **manually**, either in UCAPERS or EASIV, the correct EOR and Basic Symbol/Limit must be used, see table below.

Description	UCAPERS Duty Status	UCAPERS Branch Code	UCAPERS EOR	EAS IV SEEC	UCAPERS APPRO	EAS IV BSL
Reservist Weekend Duty or Annual Training	RES	AN, DC, EL, MC, MS, SP	119A	11.71	RESV	2070.0000
Activated Reserve Officer (backfill or GWOT)	BME	RO	119B	11.70	MILP	2010.0000
Activated Reserve Enlisted (backfill or GWOT)	BME	RE	119B	11.70	MILP	2010.0000
Borrowed Military from TOE	BME	AN, DC, EL, MC, MS, SP	A420	11.74	MILP	2010.0000

d. If there are activated reserve personnel currently working in your MTF, ensure their duty status is reflected as BME on the MPF, and make the adjustment to the Branch Code of **RO** and/or **RE**.

e. The senior leadership will be using the activated reserve information based on what is reported in UCAPERS to EAS IV. It is imperative that each MTF accurately report all activated reservist.

4. **Temporary Personnel.** Be sure to monitor the hours being reported for those personnel who are only in the MTF for a few days. Only the hours that the individual actually worked in the MTF will be reported in the Utilization or Schedule Record. The Master Personnel File records of individuals who have departed must be given a PCS date so that the record will be deleted during the UCAPERS Expense cycle.

5. **Deployed APN/DCP.**

a. Deployed APN/DCP for the entire month: Reassign them to an APC for GDA*. Be sure to answer "YES" to the question: "Is this a Reassignment?". Change the Individual's Primary Distribution APC on the Survey to the APC for GDA*. Use the exception code of "TNG" under Other (Avail/Read/Extra) and enter the hours. This will map the hours back to the Primary Distribution APC. Update the survey to reflect 100% to the Primary Distribution APC. The standard number of hours for the week will be reported, i.e., 5 days a week, 8 hours a day, 40 hours per week.

b. Deployed APN/DCP for a short time periods: Use TDY Mission, even though TDY Mission maps to the first FAL* MEPR Code found in the APC/AMS/MEPRS table with the corresponding Command Code (D, M, V). TDY Mission allows you to make adjustments to a non-FAL* MEPR code. Make the adjustment to an APC with the MEPR code for GDAF. The standard number of hours for the week will be reported, i.e., 5 days a week, 8 hours a day, 40 hours per week.

SECTION V

TRAINING

1. EAS IV Web-based Training Software Upgrade.

a. Healthstream, the contract provider of the training, notified the AMPO they will upgrade the EAS IV Web-based Training software on 31Jan04. This will necessitate upgrading of the flash software currently loaded on the PC of anyone currently enrolled in the training course.

b. To upgrade to the appropriate version of Flash Player (Internet Explorer) (6.0 or higher), please download, or coordinate with the local IMO, the software from the internet at this URL < <http://download.com.com/3000-6676-10001055.html> >. Upgrade of the Flash Player software should be accomplished either prior to 31Jan04 or before the enrolled student accesses the EAS IV web-based training for the first time after 31Jan04.

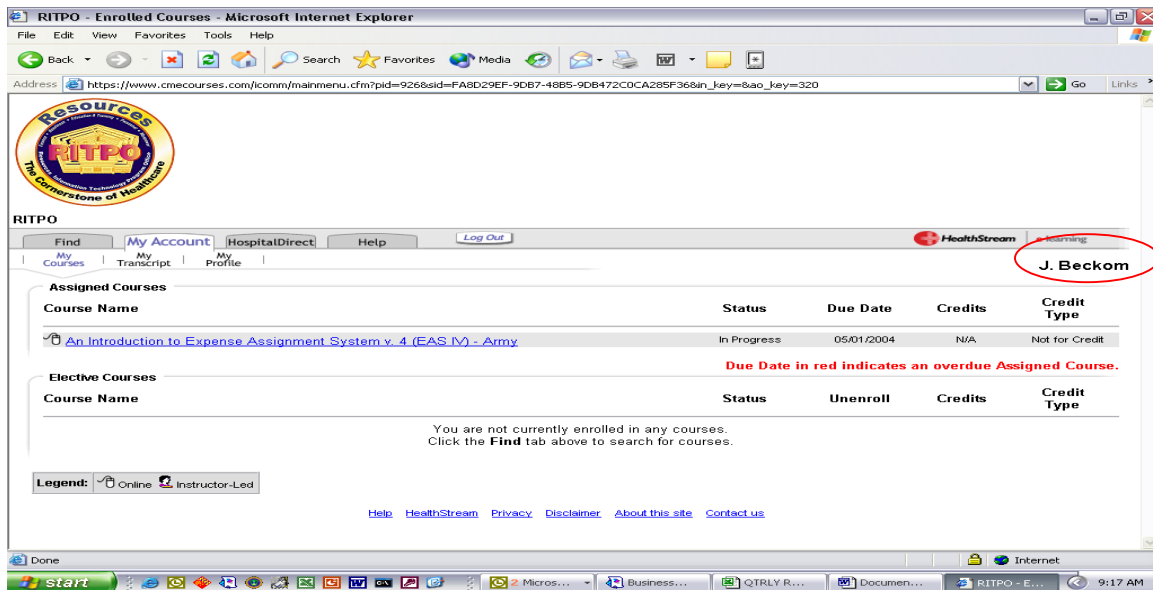
2. EAS IV Web-based Training.

a. A demonstration of the training was presented at the 2003 RM Conference. This training is focused as an introduction to EAS IV processing and can also be used as refresher training. This web-based training has been available since Jul 03. We encourage all new EAS IV users to complete this training.

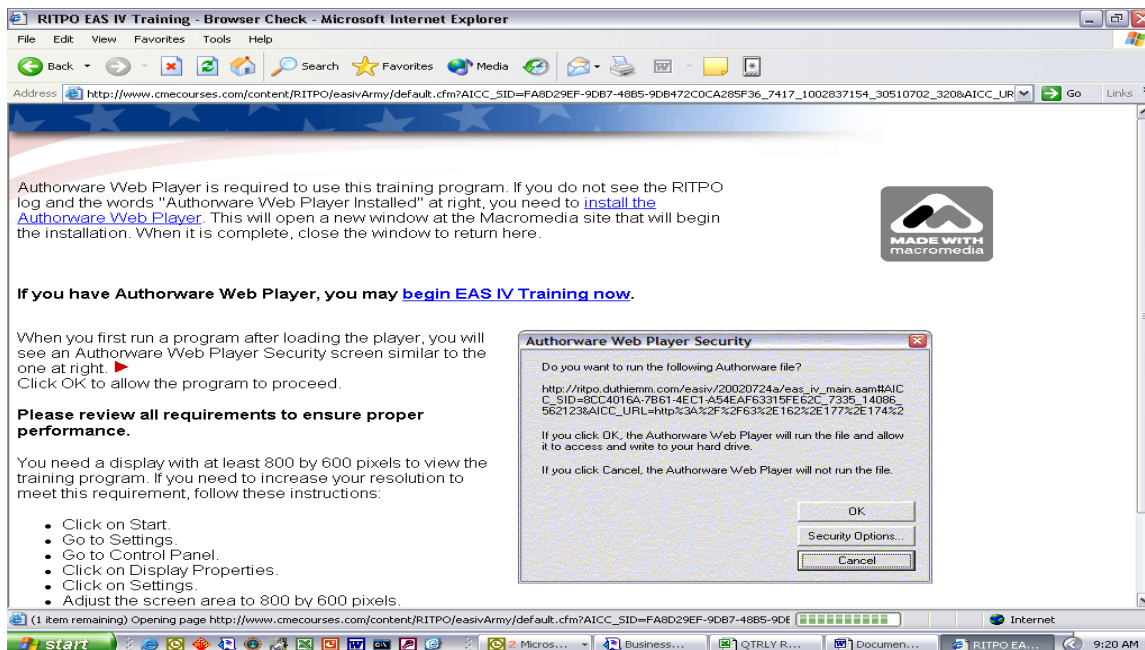
b. Access to the training requires a login and password issued by the AMPO. Please contact either Mr. Harold Cardenas or Mr. Oliver Jackson to obtain a login and password.

c. The training can be accessed at the following URL. www.cmecourses.com/ritpo/

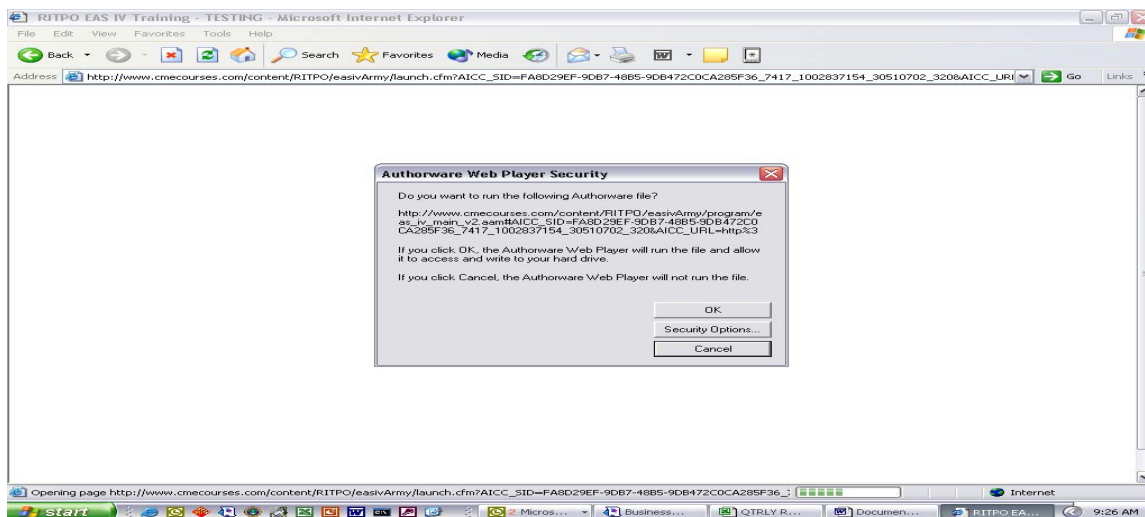
Once at this webpage you will be required to enter your login and password. Following successful login the following screen should appear.



Verify that this is your account by checking your name. Click on the “An Introduction to Expense Assignment System v. r (EAS IV) – Army” link. This will bring up another screen very similar to the one above; just Click on the “An Introduction to Expense Assignment System v. r (EAS IV) – Army” link once again. The screen below will appear. At this point, if this is the first time to access the training, the user will be required to download the MacroMedia AuthorWare Web-player software. Be aware that this will require the user to coordinate with the Information Management Support Office to download this software as this will require System Administrator Rights on the PC to which it is being loaded.

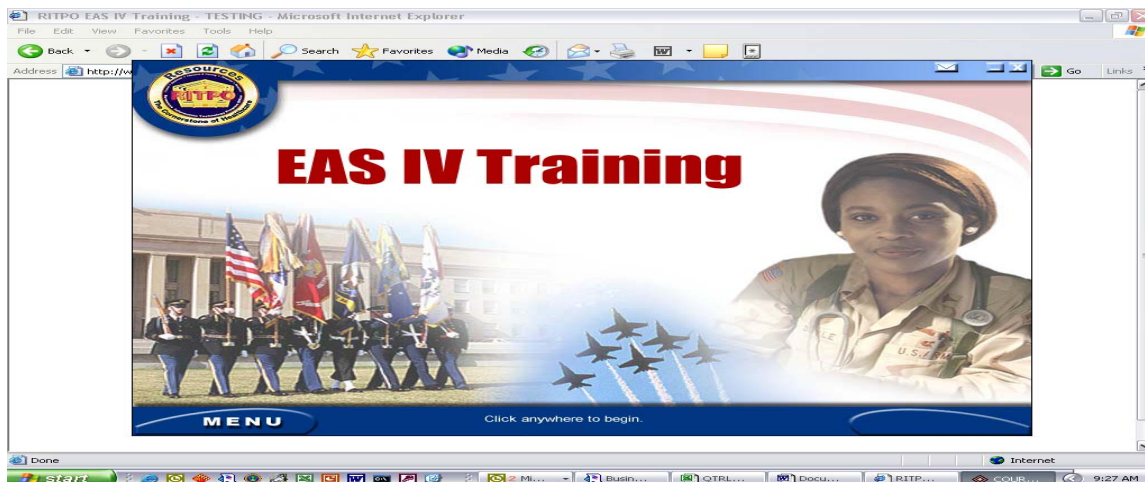


Upon successful installation of the software, Click on the “**begin EAS IV Training now**” link. The user will be asked to accept the Authorware Web Player Security in the next popup window.



Click on the “OK” button to proceed.

It may take a few minutes to connect to the training, but when complete the following window will appear. Click anywhere on the screen to begin.



3. **AKO Training Courses.** In AKO, select “my training”. On the training page, select “Go to ATRRS Online” and follow instructions.

A list of the courses which would be good to take thru the AKO website.

Competitive Intelligence: Analysis & Dissemination

Competitive Intelligence: Information Gathering

Competitive Intelligence: Planning and Direction

Financial Statements and Analysis

Getting Results Without Authority

Healthcare Industry Overview

Healthcare Overview

Solutions for Success in the Healthcare Industry

Introduction to Finance

Making Budgets Work

Manager's Performance Guide - Business Finance

Business Fundamentals I

Management: Management Fundamentals

Human Resource Management: Human Resource Management Fundamentals

Communication Curriculum

Anger Management in the Workplace

Assertive Communication

Building Better Work Relationships

Business Etiquette and Professionalism

Business Grammar Essentials

Business Writing Essentials

Dealing with Conflict in the Workplace

Delivering Successful Presentations

Effective Business Meetings

Effective Listening Skills

Getting Results Without Authority

Interpersonal Communication Skills for Business

Managing and Working with Difficult People

Negotiating to Win: Getting the Results You Want

Professional Telephone Skills

e-Business for Customer Relationship Management

Data Mining

Interpreting Financial Statements

Interpreting Financial Statements: Analysis and Control

Accounting 101

Accounting Fundamentals

Accrual Accounting Procedures

Accounting Systems and Closing Activities

Accounting for Cash Control

Accounting for Merchandising Businesses

Accounting 102

- Accounting for Partnerships
- Accounting for Corporations
- Analyzing Cash Flow Statements
- Master Budgets

Advanced Business Finance

- Introduction to Advanced Finance
- Investment Project Analysis and Selection
- Raising Capital and Financing Decisions
- Managing Working Capital
- Corporate Restructuring
- Financial Risk Management
- International Finance

Business Finance for Managers

- Introduction to Finance
- Making Budgets Work
- Cash Management
- Financial Statements and Analysis
- Sources of Funding
- Manager's Performance Guide - Business Finance

Finance Fundamentals for Non-financial Professionals

- Principles of Financial Management
- Basics of Budgeting
- Managing Cash Flows
- Understanding Financial Statements

Practical Budgeting for Managers

- The Basics of Budgeting
- Building an Operating Budget
- Capital Budgeting
- Managing Budgets Effectively

Using Financial Statements (co-Developed with Wharton)

- Principles of Financial Statements
- Components of Financial Statements
- Analyzing the Income Statement and Balance Sheet
- The Income Statement and Balance Sheet Connection
- Analyzing Cash Flow
- Ratio Analysis for Financial Statements
- Credibility and Disclosure in an Annual Report
- Analyzing an Annual Report

The 21st Century Learning Curve

Knowledge as Strategy: Performance Improvement
The Power of the Learning Organization
The Potential of Self-directed Learning
Implementing and Evaluating Self-directed Learning
Performance Support
Benchmarking for Best Practices

SECTION VI

Defense Medical Human Resource System-internet (DMHRSi)

1. **Overview.** DMHRSi is designed to provide a single health affairs system that integrates the capabilities of numerous service specific systems into one MHS-wide DOD standard system for managing Readiness, Manpower, Personnel, Labor Cost Assignment (LCA), and Education and Training. The LCA module will replace UCAPERS.

2. **Project Update.** DMHRSi is currently in the System Qualification Testing (SQT) phase to further define the application, evaluate the LCA functions and business processes, and to confirm the functionality is ready to test in the operational environment. Winn Army Community Hospital at Fort Stewart is the Army's demonstration test site for DMHRSi and has been involved in the initial BETA testing. Once the System Acceptance Testing (SAT), tentatively scheduled for May, is complete, the services will evaluate DMHRSi for limited rate deployment.